



National Institute of Allergy and Infectious Diseases  
(NIAID)  
National Institutes of Health

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## Vacancy Announcement

**Announcement Number:** NIAID-05-025  
**Call NIH Fax Number:** 301 594-2953  
**Request Fax ID Number:** 5296  
**Position Title:** Interdisciplinary  
**Series and Grade:** GS-401/403/601-14  
**Appointment Type(s):** Permanent  
**Tour of Duty:** Full Time  
**Salary:** \$ 88,369.00 - \$ 114,882.00  
**Full Performance Level:** GS-14  
**Opening/Close Date:** 02/17/2005 - 03/18/2005  
**Organizational Location:** National Institute of Allergy and Infectious Diseases (NIAID)  
Division of AIDS (DAIDS), Vaccine and Prevention Research Program (VPRP), Preclinical Research and Development Branch (PRDB)  
**Job Location:** Bethesda, MD  
**Number of Vacancies:** 1  
**Who May Apply:** All Sources  
**Notes:** SALARY RANGE: \$88,369 - \$114,882. U.S. citizenship is required. Specify the series for which applying. Address the KSA's. Submit written proof of veterans' preference (DD-214). Current/former Federal employees must submit a SF-50 showing status/highest grade level. Submit two copies of your application if applying under both merit promotion/outside sources. Provide a list of college courses w/credit hours or a copy of transcripts for the 403 series. For maximum consideration, address the KSAs. Travel and relocation expenses will be paid.

### Description of Duties and Responsibilities:

This position is located in the Division of Acquired Immunodeficiency Syndrome (DAIDS), Vaccine and Prevention Research Program (VPRP). The DAIDS' mission is to increase basic knowledge of HIV pathogenesis, natural history and transmission and to support research that promotes progress in the detection, treatment, and prevention of HIV and the AIDS-associated opportunistic infections. THE VPRP's mission is to plan and direct a comprehensive program of research grants and contracts to foster the development of vaccines, chemoprophylactic agents, and other biomedical and behavioral interventions for prevention of the acquired immunodeficiency syndrome and its associated opportunistic infections.

The candidate selected for this position will plan, develop, implement and evaluate a comprehensive extramural contracts resource program to support the applied preclinical development and evaluation of candidate AIDS vaccines and adjuvants for the prevention of AIDS; promote and support directed research to assess and overcome specific biomedical obstacles to HIV vaccine development; determine program

priority and funding levels within the program area; coordinate and communicate with other DAIDS components to assure timely and accurate interchange and/or transfer of scientific information relevant to achieving the DAIDS mission; and provide leadership and scientific expertise in the planning and implementation of NIAID-supported studies.

**Basic Qualification Requirements:** Candidates must meet qualifications and time-in-grade requirements within 30 days from the closing date of this vacancy announcement. NOTE: Applicants who would like to receive detailed information regarding how to request a faxed copy of a vacancy announcement using the Fax ID number for the position should call (301) 594-2953 (local) or 1-800-728-JOBS (long distance).

**BIOLOGIST (401):** Applicants must meet the basic requirements specified under A or B.

A. Successful completion of a full 4-year course of study leading to a bachelor's degree from an accredited college or university with major study in biological sciences, microbiology or related disciplines appropriate to the position being filled; OR

B. A combination of education and experience - courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

In addition to the basic requirements, all applicants must meet the specialized experience requirement outlined below.

**MICROBIOLOGIST (403):** Applicants must meet the basic requirements specified under A or B.

A. Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's degree in microbiology, or biology, chemistry, or basic medical science that included 20 semester hours in microbiology or other subjects related to the study of microorganisms, and 20 semester hours in physical and mathematical sciences combining course work in organic chemistry or biochemistry, physics, and college algebra, or the equivalent; OR

B. A combination of education and experience - courses equivalent to a major in microbiology, biology, chemistry, or basic medical science that included courses listed above, plus appropriate experience or additional education.

**HEALTH SCIENTIST ADMINISTRATOR (601):**

Applicants must have successfully completed all requirements for a Ph.D. or M.D. (or equivalent doctoral degree) in an accredited college or university, including acceptance of the dissertation, in an academic field of the health or pertinent sciences (e.g. biochemistry, molecular biology, microbiology, virology, etc.) allied to health or health-related research; or have successfully completed a full 4-year course of study in an academic field of the health or pertinent sciences which has been applied and utilized by the applicant in health or health-related research and, in addition, at least 1 year of qualifying progressively responsible experience; or any equivalent combination of graduate study and research experience in these fields. This education and experience must demonstrate that the applicant acquired the scientific knowledge, skills, and abilities to apply and utilize them successfully in health or health-related research at a level which is the qualitative equivalent of that acquired in meeting all the requirements for the Ph.D. or M.D. (or equivalent doctoral degree), including the dissertation as indicated above. The appropriate doctoral equivalency must be supported by publications in health or health-related research accomplishment in appropriate scientific journals, or other objective evidence in such form that it may be reviewed and evaluated.

Applicants must demonstrate that they have (1) worked independently in planning, organizing, and conducting biomedical, behavioral health, or health-related research; (2) served effectively in research program administration in these fields; and (3) acquired an understanding of the history, interests, internal dynamics, and relationships of organizations in which health research is conducted.

In addition to the basic requirements, all applicants must meet the specialized experience requirements outlined below.

NOTE: Applicants who have completed part or all of their education outside of the United States must have their foreign education evaluated by an accredited organization to ensure that the foreign education is comparable to education received in accredited educational institutions in the United States. This evaluation must be provided with your application for this position. For a listing of services which can perform this evaluation, you may visit the National Association of Credential Evaluation Services, Inc.'s web site at [http://www.amideast.org/publications/aq/Back\\_Issues/1989/Sp89-html/Sp89Group.htm](http://www.amideast.org/publications/aq/Back_Issues/1989/Sp89-html/Sp89Group.htm) This listing is provided as information only, we do not necessarily prefer these services over others which may exist.

### **Specialized Experience Requirements:**

Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service. Specialized experience is experience directly related to the position to be filled, and which has equipped the applicant with the particular knowledge, skills and abilities needed to successfully perform the duties of the position.

Specialized experience is experience conducting a HIV/AIDS, retrovirus, or vaccine preclinical/clinical research program or serving in a leadership capacity for an organization involved with HIV/AIDS, retrovirus, or vaccine studies or clinical trials; or other experience of similar scope and responsibility.

### **Knowledge, Skills, and Abilities (KSAs)**

**Method to be used in evaluating candidates:** Applicants meeting the minimum qualifications, including the selective factor(s) if any, will be further evaluated based on the degree that they meet the Knowledge, Skills and Abilities (KSAs). Any experience, awards, and/or training and educational courses that relate to the KSAs should be described in detail as a way of demonstrating your level of competence in the KSAs. Experience may be as an employee or volunteer, paid or unpaid. This evaluation determines the list of candidates who will be referred to the selecting official for final consideration. Therefore applicants should submit a supplemental statement to their resume or application addressing each of the specific KSAs listed below. Failure to provide a statement addressing each of the specific KSAs for this position may place the applicant at a relevant disadvantage compared to other applicants.

1. Knowledge of infectious diseases processes including the natural history, pathogenesis, immunology, prevention, HIV or Retroviruses; Knowledge of FDA regulations, reporting and other requirements pertaining to the preclinical and/or clinical testing of experimental vaccines/drugs or other preventive interventions; Knowledge of the biology and chemistry of the immune system and its mechanisms and functions.
2. Ability to plan, implement and manage Government-sponsored basic, applied and clinical research projects and studies involving complex administrative and management issues.
3. Skill in oral and written communications.

### **Miscellaneous Position Information**

A Recruitment Bonus of up to 25% of base pay may be available to a non-Federal selected candidate.

A Relocation Bonus of up to 25% of base pay may be available to a permanent Federal employee who must relocate to accept this position in a different commuting area.

This position is interdisciplinary and may be filled by one of several series.

This position requires overnight travel, 1 to 5 nights per month.

Selectee may be subject to completion of a one year probationary period.

This position has a full federal benefits package.

**Eligibility**

U.S. citizenship is required.

Time-in-grade restrictions (for federal employees applying under Merit Promotion Procedures) and all qualification requirements must be met no later than 30 calendar days from the closing date.

Competitive status is not required for; persons with disabilities, Veterans Readjustment Appointment candidates, or persons eligible under other special authorities.

This position is open to all qualified applicants.

**How To Apply**

You may apply on-line thru [CareerHere.nih.gov](https://careerhere.nih.gov), or by submitting an Optional Application for Federal Employment (OF-612), Application for Federal Employment (SF-171) or any other written format you choose as long as it contains all the required information. Although a standard application form is not required, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. If your resume or application does not provide all the information requested in this vacancy announcement, you may lose consideration for the job. See OPM's flyer OF-510, Applying for a Federal Job.

Your application must include starting and ending dates, number of hours worked per week, and description of duties and accomplishments for each position to determine your basic eligibility based on experience.

If not applying online, include the announcement number on your application and the grade level(s) for which you are applying.

**What To Submit**

A description of your accomplishments that demonstrates your competence in the KSAs on paper (or the KSA Supplemental Form). Any experience, awards and/or specific training and educational courses that relate to the KSAs should be described as a way of demonstrating your level of competence in the KSAs. Experience may be as an employee or volunteer, paid or unpaid.

If you are claiming eligibility based on ICTAP or CTAP, you must submit a copy of the RIF Notice, or other equivalent agency notification documenting your eligibility, a copy of your current (or last) rating of record, and a copy of your SF-50 or equivalent showing your full performance level or career ladder.

Candidates claiming 5 point veterans' preference must submit a copy of his/her Certificate of Release or Discharge from Active Duty (DD-214). Candidates claiming 10 point veterans' preference must submit a copy of their DD-214, a completed Application for 10 Point Veteran Preference (SF-15) form, and the required proof.

Copy of SF-50 (Notification of Personnel Action) showing highest-grade achieved and competitive status. (For current and former Federal employees only).

Copy of most recent final rating under your appraisal system. (For current and former Federal employees only.)

Please complete a United States Department of Health and Human Services Applicant Background Survey form. The information from the survey is used for statistical purposes only. The survey is voluntary, and no

individual personnel selections are made based on this information.

It is the responsibility of the applicant to submit all of the required information. Incomplete applications will not be considered.

Your application materials will not be returned. Do not submit original documents that you may need in the future.

If you are claiming eligibility based on any special authorities including ICTAP/CTAP, Schedule A, B or C, VRA, VEOA, Outstanding Scholar or 30% disabled veteran please clearly indicate this on your application package.

### **ICTAP/CTAP**

Special selection priority consideration will be given to candidates eligible under the CTAP and ICTAP placement programs.

Under ICTAP, a well-qualified displaced employee is an individual from the local commuting area who satisfies all medical, physical, educational, experience and selective factors for the vacant position and meets the mid-level of the crediting plan for all factors or the established cutoff score.

### **Veterans**

The Defense Authorization Act of November 18, 1997, extended veteran's preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veteran's preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site at [www.opm.gov](http://www.opm.gov).

Veterans Employment Opportunities Act of 1998: Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

### **Deadlines**

Personally delivered applications must be received by close of business of the announcement closing date.

E-mailed or faxed applications must be received by close of business on the closing date. We are not responsible for errors in fax or e-mail so please call or e-mail to ensure that your application has been received by the closing date.

Applications must be received by the closing date to receive consideration.

### **General Information**

All status candidates who wish to be considered under both Merit Promotion and Competitive Procedures must submit (2) two complete applications, unless applying electronically. When only one application is

received, it will be considered under the Merit Promotion Announcement only. If selected under case examining procedures, a new probationary period may be required.

Application forms are subject to the provisions of the Privacy Act and become the property of DHHS.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Before hiring, we will ask you to complete a Declaration for Federal Employment to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

Public officials are prohibited from appointing, promoting, or recommending their relatives.

NIH provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation during any part of the application and hiring process, please contact the person listed below by e-mail, telephone, fax or TTY. The decision on granting reasonable accommodation will be handled on a case-by-case basis.

Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.

Selection for this appointment will be based solely on merit, with no discrimination for non-merit reasons such as race, color, religion, gender, national origin, political affiliation, marital status, disability, age, sexual orientation or membership or non-membership in an employee organization. NIH IS AN EQUAL OPPORTUNITY EMPLOYER.

#### **Our Addresses:**

Attention: Sean Stroud  
(NIAID-05-025)  
National Institutes of Health  
NIAID Human Resources Office  
10401 Fernwood Road  
Room 2SE71  
Bethesda, MD 20817-4817

#### **By E-mail:**

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#### **By Phone:**

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